

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTER

2013 NOV 22 PM 4:35

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Christine Lofgren
2. a. Name of accompanying relative: \_\_\_\_\_ or None ☒  
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_
3. a. Dates of departure and return: Departure: 11/7/13 Return: 11/9/13  
b. Dates at personal expense (if any): \_\_\_\_\_ or None ☒
4. Departure city: Washington, DC Destination: New Orleans, LA Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Louisiana Sugar Cane Foundation, Inc.
6. Describe meetings and events attended: \_\_\_\_\_  
See attached form
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):  
a. ☒ a completed Sponsor Post-Travel Disclosure Form;  
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;  
c. ☒ page 2 of the completed Traveler Form submitted by the employee; and  
d. ☐ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box): ☒  
b. If not, explain: \_\_\_\_\_

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 11/22

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Bill Cassidy DATE: 11/22

SIGNATURE OF SUPERVISING MEMBER: [Signature]

U.S. House of Representatives  
Committee on Ethics

## SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Louisiana Sugar Cane Foundation
2. Travel Destination(s): New Orleans, LA
3. Date of Departure: November 7, 2013 Date of Return: November 9, 2013
4. Name(s) of Traveler(s): Chris Davis, Christine Lofgren, Chance Mc Neely, Corey Schwab  
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
5. Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$ 535.00	\$ 212.00	\$ 158.75	
Accompanying Relative				

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒
- I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Kenneth GravoisName: Kenneth GravoisTitle: PresidentOrganization: Louisiana Sugar Cane FoundationI am an officer of the above-named organization (signify statement is true by checking box): ☒Address: PO Box 874Thibodaux LA 70302-0874Telephone number: 225-281-9472Email Address: lscf@bellsouth.net

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Christine Lofgren
2. Sponsor(s) (who will be paying for the trip): Louisiana Sugar Cane Foundation, Inc.
3. Travel destination(s): New Orleans, LA
4. a. Date of departure 11/7/12 Date of return: 11/9/12  
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
I am the Legislative Correspondent for Rep. Cassidy who represents  
Thibodaux, which is where we spent a portion of the trip time. I  
increased my knowledge of a main industry in my boss' district.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No

10. **FOR STAFF TRAVELERS:**

**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

**ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL**

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 11/22/13

Bill Cassidy  
Signature of Employing Member

U.S. House of Representatives  
Committee on Ethics

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): \_\_\_\_\_  
Louisiana Sugar Cane Foundation, Inc.
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):  
see attached list
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: Thursday, November 7, 2013 Date of return: Saturday, November 9, 2013
7. a. City of departure: Washington Reagan airport in Washington, DC  
b. Destination(s): New Orleans, LA  
c. City of return: Washington, DC
8. I represent that (check one of the following):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
  - a. I checked 8(a) or (b) above: ☒
  - b. I checked 8(c) above but am not offering any lodging: ☐
  - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
  - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
- b. N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- The Louisiana Sugar Cane Foundation, Inc. is the sole sponsor of this congressional staffers trip.  
The mission of the Louisiana Sugar Cane Foundation is to provide educational and stewardship  
opportunities within the Louisiana sugar industry. Each stop on the trip represents an important part  
of the sugar industry.
13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: \_\_\_\_\_)
- b. Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: \_\_\_\_\_)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- \_\_\_\_\_
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
- b. The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_  
Thursday, lunch & dinner for \$34.50, Friday lunch and dinner for \$71 and Saturday breakfast for \$53.25
- 2) Provide reason for selecting the location of the event or trip: \_\_\_\_\_  
To provide first hand knowledge and experience of the inner working of the Louisiana  
sugarcane industry.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Hampton Inn City: Thibodaux, LA Cost per night: \$77  
Reason(s) for selecting: located on the tour route and in the Bayou Lafourche sugar region
- Hotel name: New Orleans Marriott City: New Orleans, LA Cost per night: \$135  
Reason(s) for selecting: on route and close proximity to the site of where sugarcane was first grown by the Jesuit priests on Baronne St.
- Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_  
Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$ 535.00	\$ 212.00	\$ 158.75
For each accompanying relative			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

**NOTE: Willful or knowing misrepresentations on this form  
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19. Check one:  
a. I certify that I am an officer of the organization listed below. ☒ or  
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: \_\_\_\_\_

*Kenneth Gravois*

Name: \_\_\_\_\_

Kenneth Gravois

Title: \_\_\_\_\_

President

Organization: \_\_\_\_\_

Louisiana Sugar Cane Foundation, Inc.

Address: \_\_\_\_\_

P. O. Box 874, Thibodaux, LA 70302-0874

Telephone number: \_\_\_\_\_

225-281-9472

Email address: \_\_\_\_\_

lscf@bellsouth.net

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
U.S. House of Representatives  
1015 Longworth House Office Building  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)



LOUISIANA  
SUGAR CANE  
FOUNDATION



# LOUISIANA SUGAR CANE FOUNDATION, INC.

P. O. Box 874  
Thibodaux, LA 70302  
e-mail: [lscf@bellsouth.net](mailto:lscf@bellsouth.net)

**Kenneth Gravois**, President  
**Daniel Viator**, Secretary

September 12, 2013

## To Prospective Tour Participants –

The Louisiana Sugar Cane Foundation, Inc., a non-profit organization founded to increase public awareness of the Louisiana sugar industry through education and stewardship opportunities, is sponsoring a congressional staff trip to Louisiana on November 7-9, 2013. The purpose of the trip is to give staffers an opportunity to tour the Louisiana sugar industry to gain firsthand knowledge of sugarcane research, harvesting and processing operations, and to discuss the impact of the sugar industry on Louisiana.

The Foundation would like to extend an invitation to you to participate in this trip. As a tour participant, you will depart from Ronald Reagan National Airport on US Air flight # 3225 on Thursday, November 7, 2013 at 8:35 a.m., arriving in New Orleans International Airport at 10:30 a.m. From New Orleans, you will ride by chartered bus approximately one hour to Oak Alley Plantation in Vacherie for a luncheon presentation outlining the history of the Louisiana sugar industry. After lunch, tour participants will be given a tour of farming operations in Vacherie, followed by a tour of Lafourche Sugars, a raw sugar factory, in Thibodaux to experience the steps needed to make raw sugar from sugarcane. Hotel accommodations for Thursday evening will be at the Hampton Inn in Thibodaux and a dinner is scheduled at 6:30 p.m. at Rebecca Camp, minutes from the hotel. On Friday, you will tour John Deere Thibodaux, which manufactures cane harvesting machinery. From there, you will tour the USDA-ARS Sugarcane Research Laboratory in Houma. Lunch will be served at the Lafourche Visitor's Center in Raceland. Here Dr. Mike Salassi, an agricultural economist with the LSU Ag Center will discuss the impact of the sugar industry on the Louisiana economy. Following lunch, you will travel to American Sugar Refinery (Domino Sugar) in Chalmette. Here you will see the process of producing refined sugar from raw sugar. After departing this tour, you will arrive at the New Orleans Marriott where you will be staying for the night. That evening, dinner will be provided at a nearby restaurant. On Saturday morning, breakfast will be provided at 7:30 a.m. in a designated room of the New Orleans Marriott. At 8:30 a.m., a shuttle will transport you back to the New Orleans airport for your USAirways flight #3212 departing New Orleans at 10:54 a.m. arriving Washington Reagan at 2:30 p.m. The Foundation will assume all travel, lodging and meal expenses associated with the trip. Vouchers will be distributed to cover the costs of local transportation to and from National Airport.

**The participating House employees must submit the attached completed form to the House Committee at least thirty (30) days before the date of the proposed trip.** If you have any questions regarding the rules of the House Committee on Standard Official Conduct, please contact the Committee at 202-225-7103.

We hope you will be able to join the Foundation on this fact-finding trip. We believe it will be a worthwhile experience and that you will gain a better understanding of the Louisiana sugarcane industry. **Space is limited, so please advise us as soon as possible if you will be able to participate or if you have any questions.** The best way to contact us is via e-mail at [lscf@bellsouth.net](mailto:lscf@bellsouth.net). Someone will return your call as soon as possible.

Sincerely,

***Kenneth Gravois***

Kenneth Gravois  
President



**ITINERARY FOR  
CONGRESSIONAL STAFF TOUR  
(November 7-9, 2013)**

**Thursday, November 7, 2013**

- 8:30 a.m.** Group leaves on USAirways Flight 3225 from Washington-Reagan National Airport.
- 10:30 a.m.** Group arrives New Orleans International Airport.
- 10:40 a.m.** Group Leaders will pick up the group at the New Orleans Airport and transport the group for the duration of the trip.
- 11:30 a.m.** Lunch and tour briefing in Vacherie. During this lunch, a briefing on the history of the Louisiana sugarcane industry and a description of the process of creating sugar from cane will be provided.
- 1:00 p.m.** Depart for a field tour of Blackberry Farms. Participants will learn the farming operations during harvest.
- 1:10 p.m.** Arrive Blackberry Farms for field tour.
- 2:30 p.m.** Depart for Thibodaux to tour a raw sugar factory.
- 3:00 p.m.** Arrive at Lafourche Sugars to learn the various steps needed to process the sugarcane into raw sugar.
- 5:00 p.m.** Depart Lafourche Sugars for hotel.
- 5:15 p.m.** Arrive at the Hampton Inn in Thibodaux.
- 6:15 p.m.** Depart hotel for reception with members of the Louisiana Sugar Cane Foundation.
- 6:30 p.m.** Arrive Rebecca Camp for Reception. Here there will be presentations from growers and processors detailing industry issues. They will have the opportunity to discuss issues of importance to the farmers and mill workers of Louisiana. Dinner will consist of Louisiana delicacies.
- 10:00 p.m.** Depart Camp for Hampton Inn.
- 10:15 p.m.** Arrive at Hampton Inn for the night.

### **Friday, November 8, 2013**

Please check out before leaving for tours. You will not return to this hotel. Continental breakfast will be in lobby of hotel prior to our departing.

- 8:30 a.m.** Depart Hampton Inn for John Deere
- 8:40 a.m.** Arrive at John Deere in Thibodaux which is the largest producers of sugarcane harvesting equipment and a driving force of the local economy.
- 9:45 a.m.** Depart for Houma.
- 10:15 a.m.** Arrive at USDA-ARS, Sugarcane Research Laboratory. This tour will focus on the research to improve sugarcane production practices to help farmers manage risks through improved plant breeding and varietal selection.
- 12:00 p.m.** Depart for lunch
- 12:30 p.m.** Arrive at the Lafourche Visitor's Center in Raceland, LA for lunch. During lunch, Dr. Mike Salassi, Agricultural Economist with the LSU AgCenter will discuss the impact of the sugar industry on the Louisiana economy.
- 2:00 p.m.** Depart for American Sugar Refinery in Chalmette, LA
- 3:30 p.m.** Arrive American Sugar Refinery for refinery tour. This tour will discuss turning raw sugar into refined sugar.
- 5:30 p.m.** Depart for the New Orleans Marriott
- 6:00 p.m.** Arrive at the New Orleans Marriott.
- 7:00 p.m.** Depart for dinner at Arnaud's Restaurant.

### **Saturday, November 9, 2013**

Check out prior to breakfast.

- 7:30 a.m.** Meet in a designated banquet room of the New Orleans Marriott for a Breakfast Briefing
- 8:30 a.m.** Van shuttle will transport you back to the New Orleans airport for you on USAirways flight # 3482 departing New Orleans at 11:03 a.m. arriving Washington Reagan at 2:30 p.m.

**ITINERARY FOR  
CONGRESSIONAL STAFF TOUR  
(November 7-9, 2013)**

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- 1:00 p.m.** Depart for a field tour of Blackberry Farms. Participants will learn the farming operations during harvest.
- 1:10 p.m.** Arrive Blackberry Farms for field tour.
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- 3:00 p.m.** Arrive at Lafourche Sugars to learn the various steps needed to process the sugarcane into raw sugar.
- 5:00 p.m.** Depart Lafourche Sugars for hotel.
- 5:15 p.m.** Arrive at the Hampton Inn in Thibodaux.
- 6:15 p.m.** Depart hotel for reception with members of the Louisiana Sugar Cane Foundation.
- 6:30 p.m.** Arrive Rebecca Camp for Reception. Here there will be presentations from growers and processors detailing industry issues. They will have the opportunity to discuss issues of importance to the farmers and mill workers of Louisiana. Dinner will consist of Louisiana delicacies.
- 10:00 p.m.** Depart Camp for Hampton Inn.
- 10:15 p.m.** Arrive at Hampton Inn for the night.

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